# PEDS Data Entry Training Activity Location

Statewide Data Collection and Evaluation of First 5 California Funded Programs



### **Goals of training**

- To define "activity location."
- To learn how to enter activity locations into PEDS.
- To learn how to remove activity locations from PEDS.

### **Activity location**Definition

Any location where a funded program offers services to program participants, including places of business, parks, schools, or mobile services.

- Activity locations are for local use when entering aggregate and individual data.
- At the Program Setup tab, enter an activity location. Enter additional activity locations as appropriate.
   Designate one location as primary.

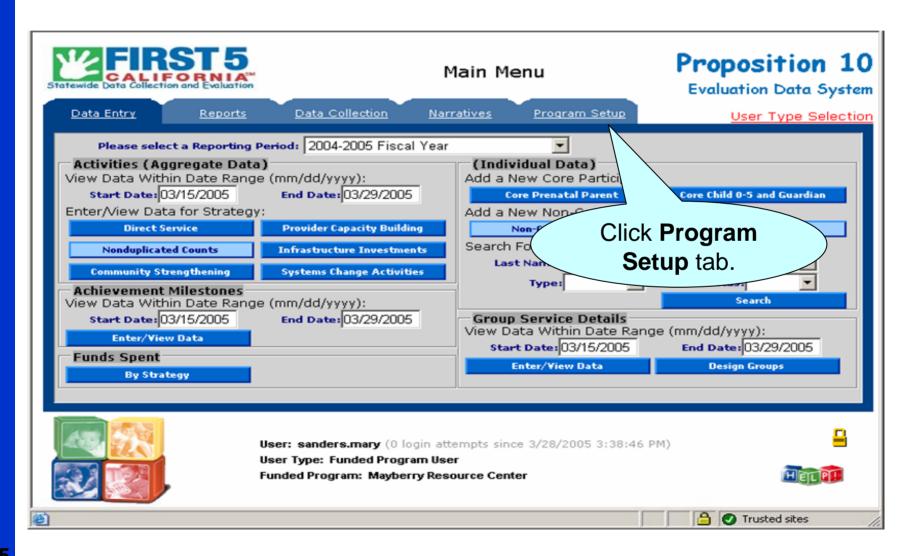
Document activity locations during Program Setup in PEDS.

# What are the benefits of using activity locations?

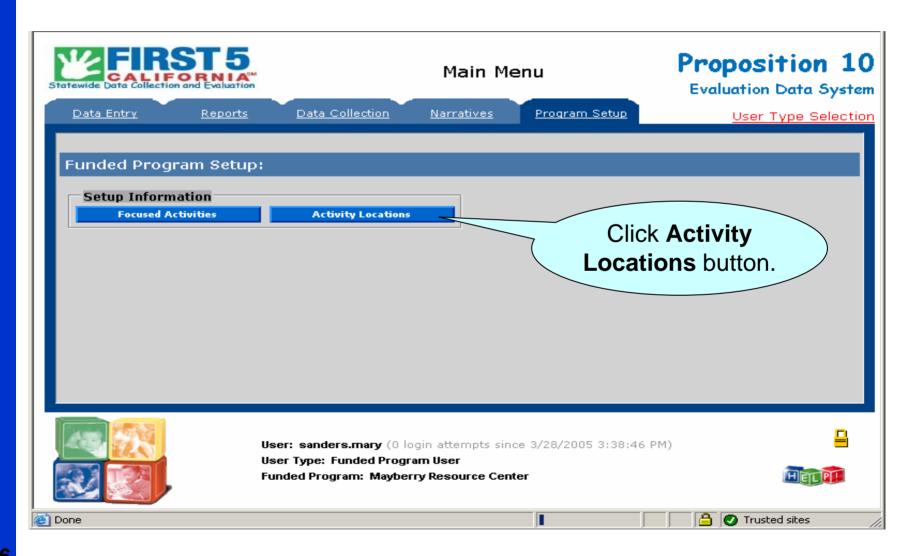
Activity locations can be used in multiple ways, including:

- To differentiate program components by department or service center locations.
- To monitor data entry by data entry staff locations.
- To filter data in PEDS reports by activity location to:
  - Track service delivery by geographical area.
  - Examine whether services are disbursed equitably throughout the county.
  - Track specific service delivery mechanisms (e.g., mobile vans by van ID number).

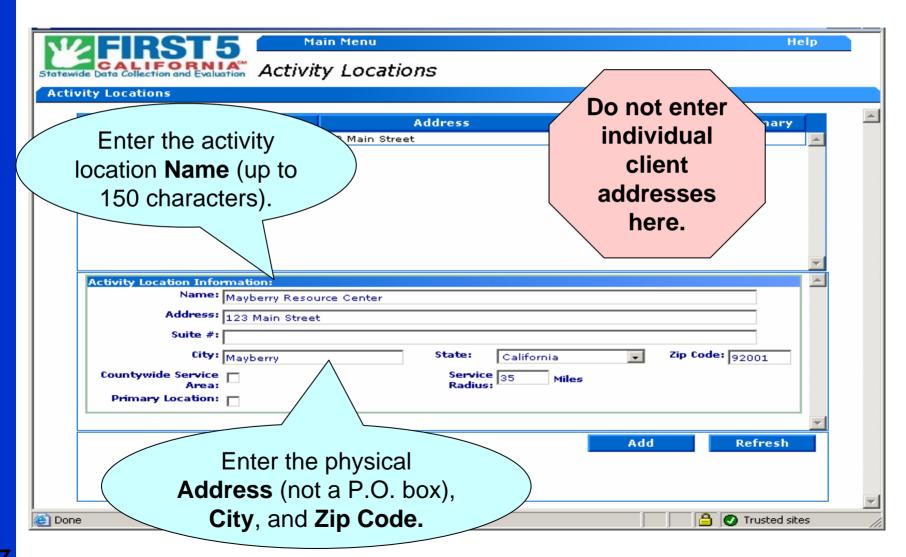
## How do I set up activity locations in PEDS?



# **Activity Locations**Setup



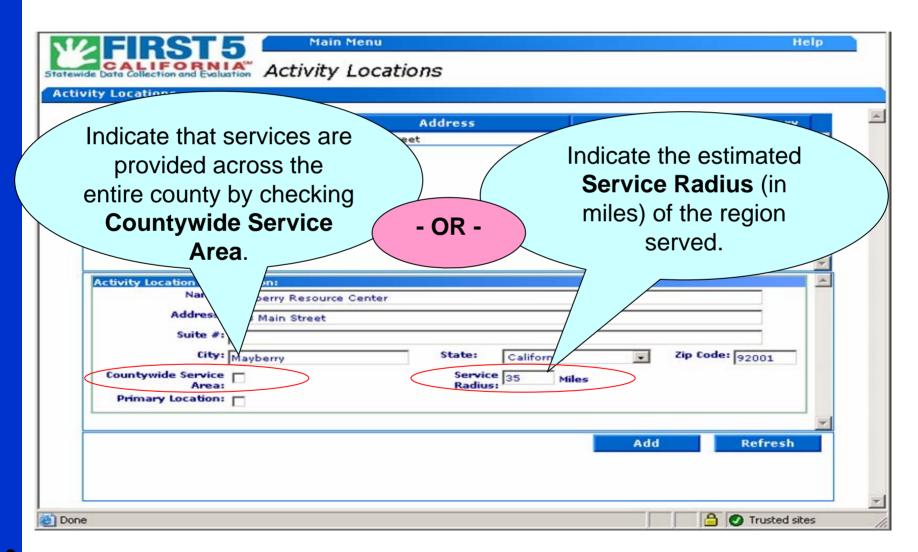
# Activity Locations Setup



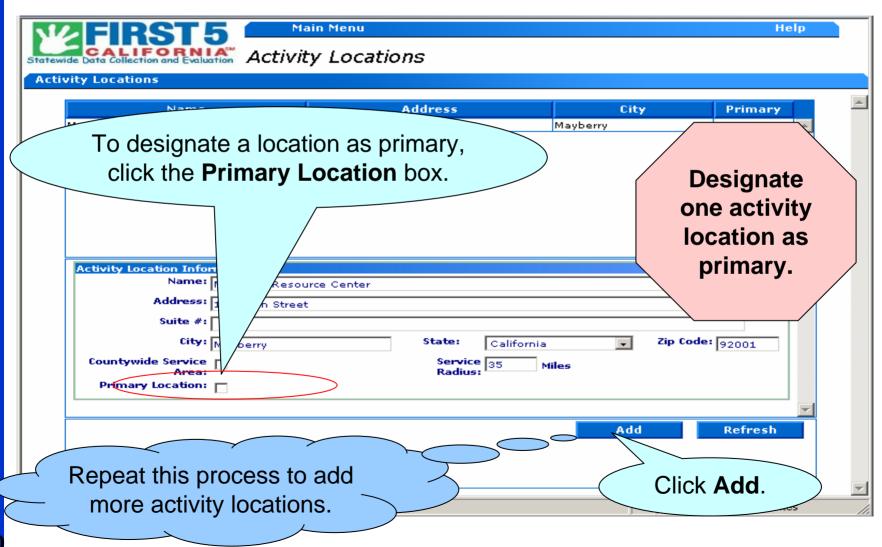
### Activity Locations Service radius definition

The estimated radius, in miles, of the region served by a particular program or service location. An estimated service radius is used when services are provided to a particular region. When services are provided to the entire county, the "Countywide Service Area" box is used.

#### Setup: Service area or service radius

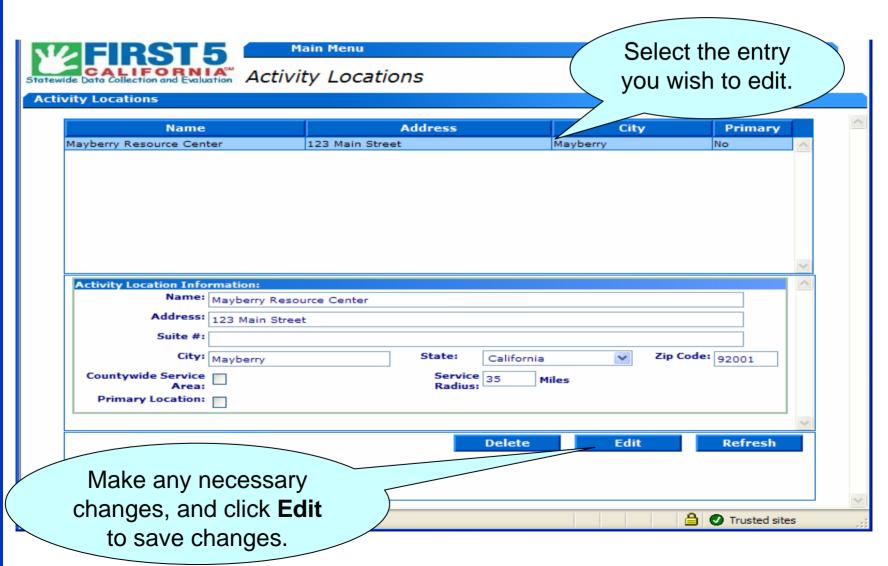


### Setup: Primary location

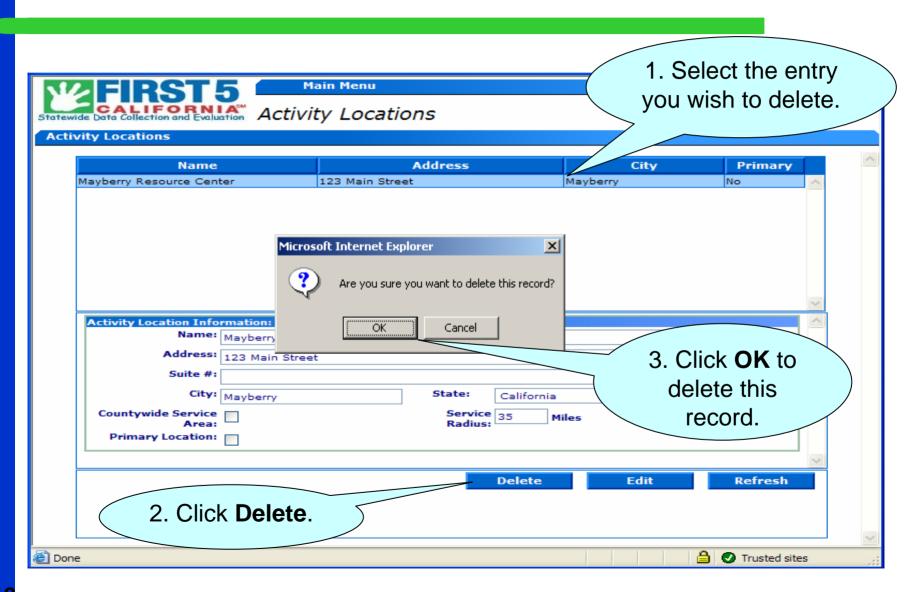


1(

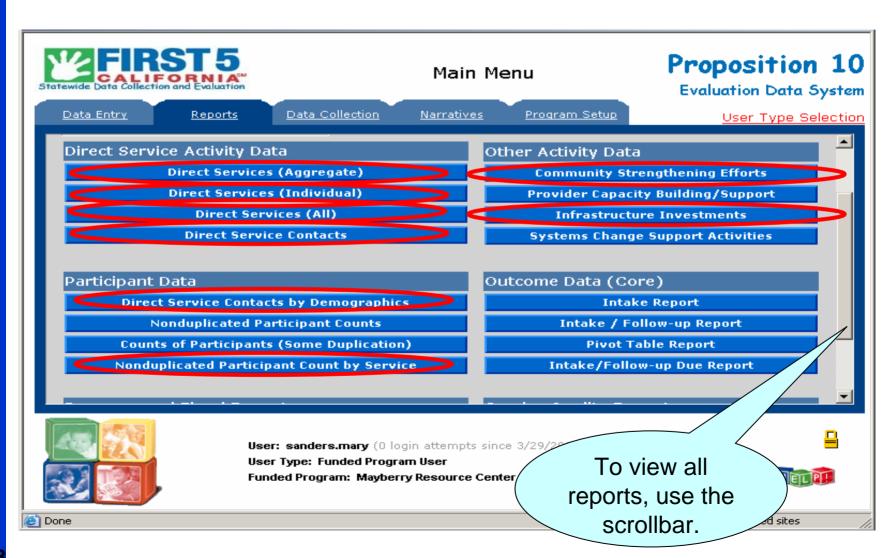
### How do I edit activity locations in PEDS?



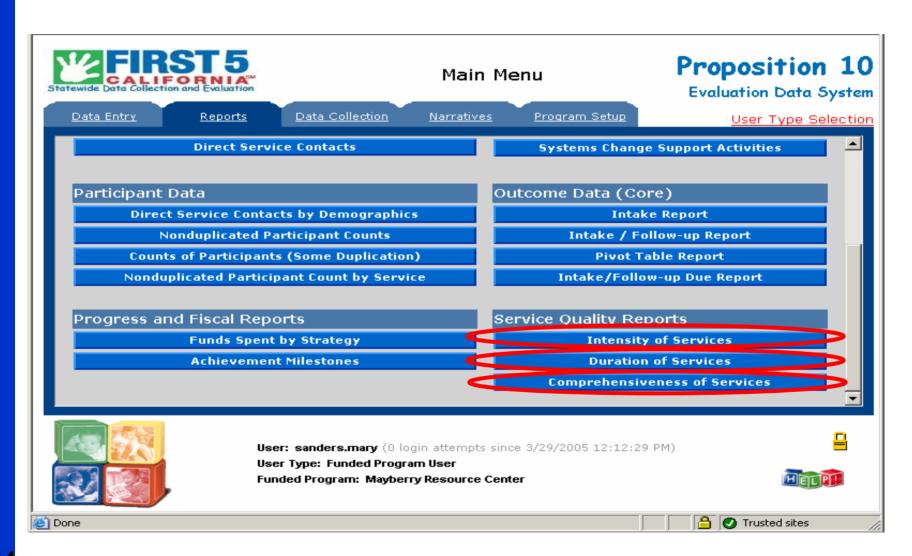
## How do I delete activity locations from PEDS?



#### Applicable reports with "activity location" filter



#### Applicable reports with "activity location" filter



# Activity Locations Summary of data entry

#### To Add

- Enter activity location Name.
- Enter Address, City, and Zip Code.
- Check Countywide Service Area or estimate Service Radius.
- Check box to designate a Primary Location.
- Click Add.

#### To Edit

- Select entry to be edited.
- Enter the necessary changes.
- Click Edit to save changes.

#### To Delete

- Select entry to be deleted.
- Click Delete.
- Click **OK** to confirm deletion.